



City of Rowlett

Meeting Minutes

City Council

4000 Main Street
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www.rowlett.com

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Tuesday, December 6, 2011

5:30 P.M.

Municipal Building – 4000 Main Street

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

The City of Rowlett reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

Present: Mayor Gottel, Mayor Pro Tem Phillips, Deputy Mayor Pro Tem Kilgore, Councilmember Davis, Councilmember Pankratz, Councilmember Miller and Councilmember Gallops

Mayor Gottel joined the meeting during the Work Session at 6:58 p.m.

1. CALL TO ORDER

Mayor Pro Tem Phillips called the meeting to order at 5:30 p.m.

CONVENE INTO EXECUTIVE SESSION

Convened into Executive Session at 5:30 p.m.

2. EXECUTIVE SESSION (5:30 P.M.)

- 2A. The City Council shall convene into Executive Session pursuant to the TEXAS LOCAL GOVERNMENT CODE, §551.074, Personnel, to deliberate the evaluation and duties of the City Manager. (15 minutes)
- 2B. The City Council shall convene into Executive Session pursuant to the TEXAS LOCAL GOVERNMENT CODE, §551.074, Personnel, to deliberate the evaluation and duties of the City Attorney. (15 minutes)

- 2C. The City Council shall convene into Executive Session pursuant to the TEXAS LOCAL GOVERNMENT CODE, §551.072 (Real Property) and §551.071 (Consultation with City Attorney), to deliberate on acquisition of drainage easement for drainage at Kyle Street. (15 minutes)

RECONVENE INTO OPEN SESSION

Reconvened into open session at 6:22 p.m.

3. WORK SESSION ITEMS (6:15 P.M.)

Mayor Gottel joined the Work Session at 6:58 p.m. during Item 3E.

3A. Discuss proposed lease document with LSC Development. (20 minutes)

Staff stated it is recommended that the City cease negotiations concerning the proposed lease document until Realize Rowlett 2020 Phase II is completed.

A member of Council stated it is best to wait until Phase II is completed; stated the Council has the provisions to have the final say on the lease.

A member of Council voiced concerns regarding the structure of the lease.

Staff stated that the once Phase II is completed, the lease will incorporate the form based codes.

A consensus was reached by Council to follow the Lease Committee's recommendation to cease negotiations until Realize Rowlett 2020 Phase II is completed.

3B. Discuss land acquisition from various taxing entities for Environmental Learning Center. (15 minutes)

Staff gave a history on the item; stated the land must be used for park land. Stated the City does not have a clear title to the land as it is not only owned by the City but also Dallas County and the Garland Independent School District (GISD).

A question was raised if the Chiesa Road location was the correct location for the Environmental Learning Center (ELC).

Staff stated at the public input meetings for Scenic Point Park, citizens have indicated they would like natural vegetation, the lake, trails, etc. Spoke regarding the benefits of locating the ELC to Scenic Point Park.

Members of the Council spoke regarding the current location of the ELC regarding parking, public access and the timing perspective of the park.

A member of Council spoke regarding purchasing the land from both Dallas County and GISD; asked that staff continue to meet with Commissioner Cantrell about possibly purchasing the land.

Another member of Council voice concern regarding long-term planning and requested to have a joint meeting with the Parks and Recreation Advisory Board and Keep Rowlett Beautiful.

Staff stated a joint meeting will be scheduled for January 12th to discuss the vision of the ELC.

Item 3E followed this item.

- 3C. Following a presentation, discuss Council support for a prospective senior housing project. (20 minutes)

The Council reconvened into the Work Session at 8:40 p.m.

Staff stated the representative asked to move this item to the January 3, 2012.

- 3D. Council briefing on Public Safety response to incidents occurring on President George Bush Turnpike (PGBT). (20 minutes)

Staff spoke regarding the North Texas Tollway Authority's (NTTA) capacities:

- Command Center
- Roadway Customer Service
- Department of Public Safety (DPS)

Spoke regarding the Police Department's response on the turnpike:

- Will respond to all major accidents with one patrol unit if dispatched or if assistance is requested by NTTA Command Center. Upon arrival, the officer will assess and request additional units if needed.
- Rowlett Police Department Communications Center will transfer 9-1-1 Accident calls to NTTA Command Center for DPS response.
- Will not respond to minor accidents unless requested by NTTA.

Spoke regarding the Fire Department's response on the turnpike:

- Will respond to minor accidents when requested by Rowlett Police Department, DPS or NTTA.
- Will respond to all major accidents within the Rowlett City Limits.
- Will not respond to incidents on the PGBT bridges over Lake Ray Hubbard.
- Dallas Fire Rescue is responsible for incidents on the PGBT Lake Ray Hubbard Bridge.

Spoke regarding responses on service roads:

- Managed and maintained by TxDOT.
- City of Rowlett responsible for all calls.
- Minor accidents – Police response only-Fire Engine responds only when special called for debris or spilled fluids, and utility damage.
- Major accidents – Police and Fire respond. Fire responds with 1 engine and 1 MICU.
- Additional units respond as required when special called.

Spoke regarding accidents on PGBT main lanes:

- Minor Accidents – DPS responds. - No Rowlett Fire or EMS apparatus response unless special called for debris, spilled fluids, etc.
- Major Accidents – Full TIMS (Traffic Incident Management System) response. Two fire engines and 1 MICU. Additional MICUs as required.

Spoke regarding responses on PGBT main lane response

- Truck 4 (Rowlett Road and Hickox Road) will respond from the north and travel south to the reported accident location.
- Engine 1 and Medic 1 (3900 Miller Road) will respond from the south and travel north to the reported accident location.

Limited Access Area

- The northbound main lanes between the south City limits and Main Street can only be accessed by utilizing the emergency vehicle median cut at the south City limits.
- Engine 1 and Medic 1 will enter PGBT southbound at Main Street and travel to the south City limits moving to the inside lane.
- At the south City limit, Engine 1 and Medic 1 will utilize the emergency vehicle median cut and travel north to the accident scene.
- Truck 4 will travel south to the emergency vehicle median cut and then travel north to the accident scene.

Staff stated the Fire Chief will gather statistics to ensure the citizens of Rowlett are not negatively impacted by the City's responses.

- 3E. Discuss appointing members to the Realize Rowlett 2020 Phase II City Council Advisory Committee. (10 minutes)

This item followed Item 3B.

Staff spoke regarding the Advisory Committee. Spoke regarding the name change from Steering Committee to an Advisory Council.

A member of Council requested that a member of the Arts community be a part of the Advisory Committee.

It was stated that a member of the Arts community would contribute more once subcommittees are established for specific areas.

Staff stated public input would occur throughout the Phase II process.

Spoke regarding the potential appointed members to the Advisory Board.

Council came to a unanimous consensus to appoint the Advisory Committee during the Individual Consideration portion of the meeting.

Item 3J followed this item.

3F. Presentation and discussion on creating Battalion Chief/Shift Commander positions in Rowlett Fire Rescue. (20 minutes)

This item followed Item 3J.

Staff gave a brief history on this item. Stated the current organizational structure creates an operational deficit in the department's ability to consistently provide an immediate command presence at major emergency incidents. Spoke regarding the responsibilities of the first company arriving officer and those of a Battalion Chief. Stated by creating the additional positions, this would correct the operational deficiencies within the department.

A member of Council questioned staff regarding how the positions will be funded.

Staff stated the Battalion Chief/Shift commander positions would be implemented by eliminating two administrative positions in the Fire Rescue. The final Battalion Chief/Shift Commander position will be an additional position. Stated this transfer has been built into the City's budget model.

At this time, Mayor Pro Tem Phillips convened the Work Session at 7:28 p.m. (to be continued after the regular session).

3G. Discuss new format for Monthly Financial Report. (20 minutes)

This item followed Item 3D.

Staff spoke regarding the item. Stated the new financial reports were created to assist those stakeholders who do not understand the reports. Stated the new formatted reports will be concise, understandable and relevant, and much more driven to performance.

Members of the Council gave positive feedback concerning the new format.

3H. Discuss Survey Results from Solid Waste Telephone Survey. (15 minutes)

Staff spoke concerning the results of the telephone survey. Stated a statistically valid survey was completed at the end of November.

Stated the results of the survey included a variety of attitudinal questions regarding the respondents satisfaction or dissatisfaction with the current services and tests the strength of their desire for various changes, such as adding curbside household hazardous waste or eliminating "call-in" service for bulky or brush pickup. The survey included 400 customers in Rowlett roughly allocated $\frac{1}{4}$ in each quadrant of the City, about half of whom were male and the other half were female. Staff feels strongly that the survey is statistically valid. One response that staff was very pleased to see is that 96% of our customers indicated that they are satisfied or very satisfied with the quality of life in our community.

The survey included 25 questions, with a number of sub-components. In summary, the survey strongly suggests that our customers are satisfied with the current service but are less enthused about the price or receiving additional options if it costs extra.

Customer service and education were found to be two other "themes" that will need to be addressed in the new contract.

The specific goals to be used in developing the request for proposals and scoring criteria will be as follows:

1. Keeping the core services in terms of both trash and recycling the same with once a week pickup.
2. Keeping the core services with as low a fee as possible.
3. Include curbside household hazardous materials and bulky item pickup as "options" to evaluate whether or not the additional cost adds value and benefit to our customers keeping in mind overall cost.
4. High level of customer service satisfaction.
5. Overall evaluation of bids based on price.

Stated the City will go out for bid in January 2012.

3I. Discuss Council nomination for Regional Emergency Preparedness Planning Council (EPPC) vacancies: 50,000 - 79,999. (10 minutes)

Staff gave a brief history of the item.

Stated Councilmember Gallops is interested in being nominated for this position.

The Council unanimously agreed to nominate Councilmember Gallops for this position.

Mayor Gottel adjourned the meeting at 9:40 p.m.

- 3J. Discuss Council appointment as a liaison to the Rockwall County Planning Consortium. (10 minutes)

This item followed Item 3E.

Staff gave a brief presentation regarding this item. Stated Mayor Pro Tem Phillips has shown interest in being the liaison to the Planning Consortium.

Council came to a unanimous decision to appoint Mayor Pro Tem Phillips as Council liaison to the Rockwall County Planning Consortium.

Item 3F followed this item.

4. DISCUSS CONSENT AGENDA ITEMS

Item 7B was removed from the Consent Agenda for individual consideration.

CONVENE INTO THE COUNCIL CHAMBERS (7:30 P.M.)

Convened into the Council Chambers at 7:34 p.m.

INVOCATION

The invocation was led by Pastor Shane Pruitt, Connection Community Church.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Pro Tem Phillips.

TEXAS PLEDGE OF ALLEGIANCE

The Texas Pledge of Allegiance was led by Deputy Mayor Pro Tem Kilgore.

5. PRESENTATIONS AND PROCLAMATIONS

5A. Update on the 2009-2010 and 2010-2011 Capital Improvement Plan CIP Spending Plan Projects.

Staff gave a presentation regarding the CIP Projects including the Lift Stations, the Man-Hole Rehab Project, the status of the President George Bush Turnpike, the Alley Reconstruction and Panel Replacement Projects, the Concrete Repair and Rehab Project, pavement foam injections, sign replacement and pavement marking, the Asphalt Overlay Project, the Screening Wall Rehabilitation Project, Water and Sewer Projects, various CIP projects in design, and Storm Water Management.

5B. Update from the City Council and Management: Financial Position, Major Projects, Operational Issues, Upcoming Dates of Interest and Items of Community Interests.

Members of Council and Management gave a brief update to the Council on the various activities in the City including the Stage 3 Water Restrictions; the Tree Lighting Event happening this evening; the Scenic Point Park design survey is available online; the Animal Shelter will host a low-cost vaccination clinic on December 17th beginning at 12:30 p.m. and will host a Pet Adoption Week the week of December 12-19 with reduced adoption fees; the Library will host a Gingerbread House Workshop on December 10th beginning at 2:00 p.m.; the Rowlett Community Centre now offers extended hours on Saturdays and Sundays through the month of March; City offices will be closed for the following days to observe Christmas and New Years: December 23rd and 26th, and January 2nd; and the trash schedule will continue as normal through the holidays.

6. CITIZENS' INPUT

1. Casey Zandt, 2010 California Crossing, Dallas – Spoke concerning waste disposal and recycling.
2. Everett Ping, 2210 Windjammer Way, Rowlett – Spoke concerning the status of the Lions Club.

7. CONSENT AGENDA

Item 7B was removed from the Consent Agenda for individual consideration.

The Interim City Secretary read the items into the record.

- 7A. Consider approving minutes from the November 3, 2011 City Council/Planning Commission Joint Work Session Meeting and the November 15, 2011 Regular Meeting.

This item was approved on the Consent Agenda.

- 7B. Consider action to approve a resolution authorizing an interlocal agreement with the North Central Texas Council of Governments regarding a homeowner water and sewer service line warranty program.

This item was removed from the Consent Agenda to be considered individually.

A member of Council voiced concerns regarding the use of the City's letterhead and the use of the City's logo on various marketing materials.

Staff stated they believe the program will be beneficial for the citizens.

A representative from USP gave an overview of the awareness campaign and spoke regarding the marketing materials. Stated all letters and marketing materials must be approved by the City prior to being mailed out.

A member of Council spoke concerning a possible discovery component within the agreement.

City Attorney stated a provision can be added to that agreement stating the City will notify them within a reasonable time after we discover an issue. The City Attorney also stated that all publications that go out with the City's logo must be reviewed by him prior to the documents being mailed out.

A member of Council questioned USP regarding their types of securities.

A motion was made by Mayor Pro Tem Phillips, seconded by Councilmember Gallops, to approve the item as read with the stipulation that it be approved by the City Attorney. This item was adopted as RES-169-11. The motion carried by the following vote:

Ayes: 7 Mayor Gottel, Mayor Pro Tem Phillips, Deputy Mayor Pro Tem Kilgore, Councilmember Davis, Councilmember Pankratz, Councilmember Miller and Councilmember Gallops

- 7C. Consider action to approve a resolution amending the City's Financial and Fiscal Policies.

This item was approved as RES-170-11 on the Consent Agenda.

- 7D. Consider action to approve a resolution amending the City's Investment Policy and approving brokers/dealers list.

This item was approved as RES-171-11 on the Consent Agenda.

- 7E. Consider adopting an ordinance creating two positions for Battalion Chiefs and amending the FY 2012 budget for Rowlett Fire Rescue.

This item was approved as ORD-030-11 on the Consent Agenda.

- 7F. Consider action to adopt an ordinance amending Ordinance Number ORD-023-11, representing the 2011-2012 Fiscal Year Budget, by allocating funds within the budget and authorizing funds for Realize Rowlett 2020 Phase II.

This item was approved as ORD-031-11 on the Consent Agenda.

- 7G. Consider action to approve a resolution exercising the renewal option of CSG Systems Incorporated for the printing, mail processing, and NetBill Lite for electronic bill presentment and payment services in the unit amounts bid and in an estimated annual amount of one hundred seventy-one thousand one hundred nineteen dollars (\$171,119) through the Interlocal Agreement with the City of Garland; authorizing the City Manager, after City Attorney approval, to execute the necessary documents for said services.

This item was approved as RES-172-11 on the Consent Agenda.

- 7H. Consider adopting an ordinance to change the name of portions of Liberty Grove Road and Kirby Road to the President George Bush Highway.

This item was approved as ORD-032-11 on the Consent Agenda.

- 7I. Consider a resolution exercising the second and final one-year renewal option for the annual contract for screening wall repair and maintenance in the unit amounts bid as with an estimated annual amount of fifty thousand dollars (\$50,000) to Ratliff Hardscape LTD for the City of Rowlett Street Department and authorizing the execution of the necessary documents for said one-year extension.

This item was approved as RES-173-11 on the Consent Agenda.

- 7J.** Consider a resolution indicating concurrence with Dallas Area Rapid Transit (DART) to acquire necessary rights-of-way for the Blue Line extension of Light Rail Transit to Downtown Rowlett.

This item was approved as RES-174-11 on the Consent Agenda.

- 7K.** Consider a resolution to approve a Supplemental Agreement to the Master Agreement governing Major Capital Transportation Improvement Projects with Dallas County for the Merritt Road Interconnector Project and authorizing the Mayor to execute such agreement on the City's behalf.

This item was approved as RES-175-11 on the Consent Agenda.

- 7L.** Consider a resolution authorizing acceptance of an access easement at 2202 Lakeview Parkway.

This item was approved as RES-176-11 on the Consent Agenda.

- 7M.** Consider a resolution adopting the Parks and Recreation Master Plan for FY 2011 – 2016.

This item was approved as RES-177-11 on the Consent Agenda.

Passed The Consent Agenda

A motion was made by Mayor Pro Tem Phillips, seconded by Councilmember Davis, including all the preceding items marked as having been approved on the Consent Agenda. The motion carried by the following vote:

Ayes: 7 Mayor Gottel, Mayor Pro Tem Phillips, Deputy Mayor Pro Tem Kilgore, Councilmember Davis, Councilmember Pankratz, Councilmember Miller and Councilmember Gallops

8. ITEMS FOR INDIVIDUAL CONSIDERATION

- 8A.** Deliberate and Appoint members to the Realize Rowlett 2020 Phase II City Council Advisory Committee.

Mayor Gottel read the item into the record.

Staff gave a brief presentation on this item. State the name change from a Steering Committee to an Advisory Committee is so that the new Committee will have an advisory role and to keep from causing confusion when more specific Steering Committees are created.

A slate of nominees were presented:

- Three representatives from City Council –
Mayor Pro Tem Doug Phillips, Deputy Mayor Pro Tem Chris Kilgore and Councilmember Michael Gallops
- Two representatives from the Planning and Zoning Commission –
Planning and Zoning Commission Chair Rick Sheffield and Commission Karl Crawley
- One representative from the Economic Development Advisory Board –
Drew Howard
- One representative from the Parks and Recreation Advisory Board –
Matt Grubisich
- One representative from the Chamber of Commerce –
Mark Garcia
- One representative from the Downtown Rowlett Association –
Robbie Ryan
- Two Rowlett citizens –
Johnathan Brown and Gregory Craig
- Three City staff members –
City Manager Lynda Humble, Planning Manager Erin Jones and Senior Planner Marc Kurbandsade

A motion was made by Mayor Pro Tem Phillips, seconded by Councilmember Gallops, to appointed the above mentioned nominees to the Realize Rowlett 2020 Phase II City Council Advisory Committee. The motion carried by the following vote:

Ayes: 7 Mayor Gottel, Mayor Pro Tem Phillips, Deputy Mayor Pro Tem Kilgore, Councilmember Davis, Councilmember Pankratz, Councilmember Miller and Councilmember Gallops

8B. Discuss and act on Council appointment as a liaison to the Rockwall County Planning Consortium.

Mayor Gottel read the item into the record.

A motion was made by Councilmember Gallops, seconded by Councilmember Davis, to appointed Mayor Pro Tem Phillips as the liaison to the Rockwall County Planning Consortium. This item was adopted as RES-178-11. The motion carried by the following vote:

Ayes: 7 Mayor Gottel, Mayor Pro Tem Phillips, Deputy Mayor Pro Tem Kilgore, Councilmember Davis, Councilmember Pankratz, Councilmember Miller and Councilmember Gallops

TAKE ANY NECESSARY OR APPROPRIATE ACTION ON CLOSED/EXECUTIVE SESSION MATTERS

There were no actions following the Executive Session items.

The regular meeting closed at 8:34 p.m. The Council reconvened into the Work Session at 8:40 p.m.

9. ADJOURNMENT

Mayor Gottel adjourned the meeting at 9:40 p.m.



Todd W. Gottel, Mayor



Stacey Chadwick, Interim City Secretary

Date Approved: January 3, 2012